TERMS OF REFERENCE

**Job Identification**

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| Job Reference: |  |
| Job Title: | Compliance Policy Advisor |
| Work Unit: | Fisheries Operations Division (FOD) |
| Responsible To: | Director of Fisheries Operations |
| Responsible For: | No staff to supervise |
| Job Purpose: | This job exists to-:  Further the development of strategic fisheries compliance policies of FFA Members at regional, sub-regional and national level. A particular focus of the position is providing advice to Members on compliance and Monitoring, Control and Surveillance (MCS) issues in the context of the Western and Central Pacific Fisheries Commission (WCPFC). |
| Date: | September 2019 |

**FFA’s Vision and Mission**

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| **Vision of the Members of the Pacific Islands Forum Fisheries Agency**  Our people enjoying the greatest possible social and economic benefits from sustainable use of offshore fisheries resources.  **Mission for the Pacific Islands Forum Fisheries Agency**  Empowering FFA Members to take collective and national action for the sustainable use of offshore resources.  FFA Strategic Plan 2020-2025 |

**Organisational Context**

**Key Result Areas**

This encompasses the following major functions or Key Result Areas

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| 1. Compliance Policy 2. Advisory, Briefings and Trainings 3. Networking Relationships 4. Consultancies |

The performance requirements of the Key Result Areas are broadly described below;

| **The jobholder is accountable for:** | **The jobholder is successful when:** |
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| **Compliance Policy**   * Monitor the implementation of the Regional Monitoring, Control and Surveillance (MCS) Strategy (RMCSS), including assisting Members in development of MCS Strategies/Plans * Liaise closely with the Director Fisheries Operations on all compliance policy matters, * Liaise closely with relevant FOD Managers/staff on policy input into their work areas, including close liaison with the FFA Legal Unit on the development of policies, advice to Members and delivery of relevant MCS workshops and training. * Support to the implementation of the NZ funded Pacific Islands Port State Measures (PSM) and Catch Documentation Scheme (CDS) projects. * Provide policy input into researching or investigation of appropriate and suitable technologies/developments for fisheries compliance * Advise the Secretariat and Members of advances and emerging technology that can enhance fisheries compliance in the region. * Provide compliance policy input in key FFA meetings. | * Compliance policies and strategies are updated and are in line with FFA and regional priorities. * High level planning, coordination and communication skills provide for appropriate support for FFA members in fisheries operations and compliance matters. * MCS Projects or workshops are successfully coordinated and implemented. |
| **Advisory, Briefings and Trainings**   * Advise the Secretariat and Members on emerging issues in fisheries compliance. * Lead the coordination of briefs for FFA Members for meetings of the WCPFC Technical and Compliance Committee. * Provide MCS policy advice and analysis on the implementation aspects of Fisheries Management Plans. * Develop compliance monitoring processes to measure implementation and efficacy of WCPFC Conservation and Management Measures (CMMs). * Assist in the development and implementation of MCS Trainings and Workshops | * High quality briefs or reports are compiled and submitted on a timely basis. * FFA Secretariat, Members and other relevant stakeholders are aware of emerging compliance matters. * Commission decisions reflect FFA member priorities. * Compliance monitoring processes developed and implemented with measurable results. * MCS trainings and workshops are effectively delivered. |
| **Networking Relationships:**   * Liaise with the WCPFC Compliance Manager and the Chair of the Technical and Compliance Committee on relevant WCPFC matters. * Establish positive working relationships through consultations and advice with fisheries Compliance contacts of member countries and within regional fisheries management organizations. * Coordinate and provide support for Member countries attachment programs, secondments, fellowships and participation in workshops as required. * Coordinate with the Secretariat of the Pacific Community (SPC), Parties to the Nauru Agreement Office (PNAO) and other stakeholders on fisheries policy compliance matters, including attendance at the Data Collection Committee (DCC) | * Effective networking relationships built. * Relevant integrated services and policy provided. * Members successfully participate in attachments, secondment programs and workshops. |
| **Consultancies**   * Prepare Terms of Reference for MCS consultancies and review and provide feedback on outcomes of consultancy work. * Assess and evaluate expressions of interest. * Where needed, supervise the work of technical consultants and other experts. | * Quality Terms of Reference developed for MCS consultancies. * Quality work delivered as a result of consultancy contracts. |

**Note:**

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Work Complexity**

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| The most challenging duties typically undertaken-;   * Ensuring that Executive Management and other stakeholders are aware of key compliance issues facing FFA Members and best practice responses to addressing those issues. * Supporting FFA Members in complex negotiations within the WCPFC. * Ensuring Commission decisions reflect FFA Member priorities and positions. |

**Functional Relationships & Relationship Skills:**

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| **Key internal and/or external contacts** | **Nature of Contact most typical** |
| **External**   * FFA Members and Stakeholders * WCPFC Secretariat staff * Chair of the Technical and Compliance Committee (TCC) *of the WCPFC* * SPC, PNAO and other stakeholders * Technology vendors | * Provide and receive advice. * Liaise and gain cooperation from FFA and its stakeholders. |
| **Internal**   * Executive * Fisheries Operations Division * FFA Management * Other Staff | * Provide and receive advice. * Take directions. * Report on progress of work. * Influence and collaborate. |

**Level of Delegation**

The jobholder:

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| * Commits to and organises regional travel in line with FOD work plan and SLA tasks (subject to approvals) * Manage consultancies, including reviewing outputs * Manage multiple projects across several members * Manage small teams of consultants, staff from other Divisions and member country personnel |

**Person Specification**

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| **Essential** | **Desirable** |
| **Qualification**   * Tertiary Degree in marine policy, marine affairs, fisheries science, fisheries management and/or natural resources management (or other qualification) relevant to the demands of the role.   **Experience**   * Five years’ progressive experience in government or multi-disciplinary environment relevant to fisheries operations preferably tuna. * Experience in researching, preparing and presenting submissions and papers to national and international forums.   **Skills, Knowledge and Abilities**   * An excellent understanding of the principles of fisheries operations. * Skills in the area of leadership, policy development and implementation, experience in the management of complex multi-disciplinary activities. * Ability and willingness to travel frequently within and outside the region, at times for periods up to 2-3 weeks. | * Has worked in a similar setting relevant to the FFA context and work area * Understanding of the social, economic and political aspirations of the Pacific Islands region. * Qualification in project management |

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert Level | Fully conversant with all applications of the skills/knowledge requirements in a range of environments. Would be recognized by others as a subject matter expert. Could also be expected to train others in this area. |
| Advanced Level | Thorough understanding of skill/knowledge areas. Able to pass on skills in this area. Recognized by colleagues as having proven skill/knowledge in this area. |
| Working Knowledge Level | Sufficient skill to apply in day to day operations in a fluctuating environment. Does not require supervision for routine tasks. |
| Awareness | Limited understanding of skill/knowledge area. Sufficient in order to perform basic tasks. |

**Key Behaviours**

*All employees are measured against the following Key Behaviours as part of Performance Development*

* Commitment/Personal Accountability
* Professional/Technical Expertise
* Teamwork
* Customer Focus
* Effective Communications & Relationships
* Leadership
* Coaching and Development (for Managers only)
* Strategic Perspective (for Managers only)

**Personal Attributes**

* Relevant Qualifications
* Excellent Analytical Skills
* Excellent Communication Skills
* Results orientation
* Ability to manage and work well in multi-disciplinary and multi-cultural teams.
* Ability to work in an organized and systematic manner.
* Ability to transfer information/knowledge to a non-technical audience
* Recognizes and responds appropriately to the ideas, interests and concerns of others
* Builds trust and engenders morale by displaying open, transparent and credible behaviour
* Respects individual/ cultural differences
* Utilizes diversity to foster teamwork
* Ensures others understanding of, involvement in, adaptation to a change process

**Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as (i) part of the implementation planning for the new FFA Strategic Plan 2020-2025; and (ii) preparation for performance planning for the annual performance cycle.